

REPORTS INVENTORY

CONTROL NO.

SRB 230 E

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

230 E ALPHA SD-D BY GRADE

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Q

6. DISTRIBUTION (No. of components not
number of copies)

1

FORMAT (memorandum, form,
computer print-out, etc)

CP-O

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

NO

P-658

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level
contributing information to report)

DCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | X | COST PER REPORT | X | TIMES PREPARED | X | COST PER YEAR |
|-------|----------------|---|---------------------|---|--------------------|---|-------------------|---|---------------|
| 5-063 | 4.21 | | .29 | | 1.22 | | 4 | | 4.88 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|--|--|--|--|--|-------|--|---|--|-------|
| | | | | | 13.92 | | 4 | | 55.68 |
|--|--|--|--|--|-------|--|---|--|-------|

TOTAL COSTS PER YEAR

\$60.56

13. DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

APPROVED BY COMPONENT FOR THIS REPORT

REMAIN AS IS

☐

OTHER (explain)

CHANGE

REASONING

DATE OF INFORMATION

OCT 1970

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT